

JOB POSTING – POSITION AVAILABLE

Posting Date –

Send Resume to: Chris Riggs, Building Director
criggs@staffordtx.gov

Application/Resume Deadline: Open until filled

Position: Administrative Assistant
Class Structure: Administrative Support
Class: Administrative Assistant
Level: 2
Status: Non-Exempt
Department: Permits
Pay Range: \$38,000-\$45,000
Reports to: Building Director
Posting Date: May 19, 2016

DUTIES AND RESPONSIBILITIES:

- Provide initial contact between customers and the City Permits Department.
- Assists the Chief Permit Clerk and assumes the role of Permit Clerk as needed.
- Performs secretarial and clerical duties to facilitate and coordinate the various divisions of the Permits Department.
- Receive permit application forms and verify information for accuracy.
- Coordinate inspection requests.
- Release approved inspections to utility companies for connection.
- Maintain records and files for building, air conditioning, plumbing, electrical and sign permits and inspections, including health, fire and nuisance abatement reports.
- Process food licenses and sign licenses and update all licenses and insurance on yearly renewal.
- Maintain records and files for various licenses issued by building department.
- Process Certificates of Occupancy.
- Maintains an accurate inventory of supplies and reorders supplies as needed.
- Provide information and assistance to contractors, homeowners and the general public concerning City codes, ordinances, procedures and requirements for permits, licenses, etc.
- Perform additional job-related duties, within reason and capabilities as directed.
- Attend meetings and training as necessary.
- Subject to twenty-four hour recall.

KNOWLEDGE/SKILLS:

- This position requires an individual with a strong, detail-oriented work style.
- Personable and good organization skills.

- Ability to work independently and in a team environment and the ability to exercise good judgment.
- Strong written and verbal communication skills. Excellent math skills a plus.
- High degree of knowledge of software programs in Microsoft Office.

MINIMUM QUALIFICATIONS:

- Education/Experience: High School Diploma, GED, or equivalent, and three years of administrative/clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. College degree preferred.
- Physical Requirements: Must be able to sit and work at the computer for long periods of time, carry files, file in five drawer file cabinet, and lift minimum of 20 pounds.

The City of Stafford is an Equal Opportunity Employer